

**Lewis & Clark Library System
Freedom of Information Request Form**

Requestor's name
Address

Date of request
Certification requested? YES NO

Telephone number

Description of record(s) requested, use the reverse as needed:

Is the reason for this request a commercial purpose as defined in the act? YES NO

Library System Response

- Documents are enclosed
- You may inspect the requested information at _____ on the date of _____
- The documents will be made available upon payment of copying costs in the amount of \$ _____.
- For commercial purposes only, the estimated time of when the documents will be available is _____ with the prepaid costs stated above

- The request creates an undue burden on the public body in accordance with section 3 (g) of the FOIA, and we are unable to negotiate a more reasonable request.
- The materials requested are exempt under section 7 _____ of the FOIA for the following reason:

Individual(s) that determined request be denied and their title(s):

- In the event of a denial, you have the right to seek review by the Illinois Public Access Counselor at (312) 814-5526, or (877) 299-3642 or 500 South Second Street, Springfield, Illinois 62705. Or you have the right to judicial review under section 11 of FOIA.
- Request delayed, for the following reasons, in accordance with section 3(e) of FOIA: _____ you will be notified by the date of _____ as to the action taken on your request.

FOIA officer:

Date of reply: